

# Connecticut State Department of Education

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## MEMORANDUM

Division of Educational Programs and Services  
Bureau of Adult Education and Nutrition Programs  
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TO: Adult Education Directors  
Federal Funded Grantees  
Cooperating Eligible Entities

FROM: Maureen B. Staggenborg, Acting Bureau Chief

DATE: November 4, 2003

SUBJECT: Adult Education Operational Memorandum # 04 – 04

- ED 245/ED 245A
- CCS & CARS Policies for FY 04 Online
- Strategic School Profiles for 2001-2002
- Writing Assessment
- Record Retention
- Workforce Investment Act
- Save the Date

I hope you had a good beginning to the school year. Like you, we are very busy trying to work better with less staff and meet the challenges of reduced funding and increased need. We welcome your ideas and input.

The September 26 Policies Forum drew approximately 150 staff people including 43 directors, and I wish to personally thank you for your participation. We are hoping to make this an annual event and appreciate the time you and your staff took to participate. We have scheduled another forum for directors only for January 16, 2004. See “Save the Date” later in this memorandum. In addition, I am sure you will join me in wishing our new Commissioner, Betty Sternberg, congratulations on her appointment. She has been with the Department for a number of years and is familiar with the good work we do in adult education.

I would also like to take this opportunity to wish you and your families the best for a safe and peaceful holiday season.

### **Adult Education Grant Application Revision - ED 245/ED 245A**

This is to remind you about a letter that went to the Superintendents of Schools and Agency Heads announcing the new due date for the Adult Education Grant Application Revision – ED 245/ED 245A. The new due date is Monday, February 16, 2004. Our hope is that the change will assist you in your planning activities. If you have questions, please contact Valerie Marino at (860) 807-2130 or at [valerie.marino@po.state.ct.us](mailto:valerie.marino@po.state.ct.us)

## **CCS and CARS Policies for FY 04 Online**

The final version of these policy manuals for FY 04 can be downloaded from our Web site at <http://www.state.ct.us/sde/deps/adult/index.htm> For questions relative to the Writing Assessment policies please contact Maureen Wagner at [maureen.wagner@po.state.ct.us](mailto:maureen.wagner@po.state.ct.us) All other questions relative to CCS and CARS should be directed to Ajit Gopalakrishnan at [ajit.gopalakrishnan@po.state.ct.us](mailto:ajit.gopalakrishnan@po.state.ct.us)

## **Strategic School Profile Reports for 2001-2002**

As you know the SSPs for 2001-02 for adult education programs were not published on the Department's web site with the SSPs for regular and special education. After much discussion between the Bureau and Computer Associates International, Inc., a decision was made to not publish the SSPs for 2001-02 based on the relevancy of the data and the need to redesign the SSPs to more accurately reflect adult education activities in your school district.

We will be meeting within the Bureau and with adult education directors to review the current format and to redesign the SSPs. Through this process we would like to develop a comprehensive snapshot of program activities relative to student recruitment, assessment, instruction, and outcomes that fully documents your adult education program's achievements. Further information will be forthcoming on how and when we will meet with adult education programs to redesign the SSPs. For questions you may contact Carl Paternostro at (860) 807-2110 or [carl.paternostro@po.state.ct.us](mailto:carl.paternostro@po.state.ct.us)

## **Writing Assessment**

For program year 04 (July 1, 2003 – June 30, 2004) adult education providers are required to report on their pre-post matched pairs in writing as follows: 10% of secondary level students **and** 10% of ABE students. The chart with the 10% numbers for all programs is available on the adult education web site **under latest updates**.  
<http://www.state.ct.us/sde/deps/adult/index.htm>

## **Retention of Adult Education Records**

All adult education programs must follow the policy and guidelines outlined by the Connecticut State Library (<http://www.cslib.org/predurecords.htm>) for the retention and/or destruction of educational records.

We are aware that adult education programs will use different forms and methods to collect the information that is outlined in the records retention schedule. These forms should be maintained for the time specified in the records retention schedule **Municipal Records Retention Schedule M8 – Education Records (revised 9/11/2002)** located at <http://www.cslib.org/reducation.pdf>

Please note that no claim is made, nor should any person believe or infer, that these examples are a complete listing of all documents and schedules governing the retention of education records. Instances may occur where a school system creates and maintains records not included on this list. **School districts must procure prior approval from the Office of the Public Records Administrator before destroying any records whether or not they appear on this retention schedule.** Since we have instituted a new database system and the records retention schedule

itself was revised in 2002, this policy memo supercedes the previous memo of 9/14/2001. If you have any questions, please contact Carl Paternostro at (860) 807-2110 or [carl.paternostro@po.state.ct.us](mailto:carl.paternostro@po.state.ct.us)

**Save the Date**

A midyear Director's Policy Forum will be held on January 16, 2004. Further details will be forthcoming. Some of the tentative agenda items include: ED244, Workforce Investment Act Update, and the Web-based Credit Diploma Program. For further questions contact Gail Brooks-Lemkin at (860) 807-2121 or [gail.brooks-lemkin@po.state.ct.us](mailto:gail.brooks-lemkin@po.state.ct.us)

cc: Adult Education Unit  
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ATDN Trainers